

Please do NOT reply to this message. Questions or concerns regarding this e-mail should be directed to our office at (517) 373-8483. You are receiving this message as the MSRP- State Aid lead contact for your agency.

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The 2003-2004 Michigan School Readiness Program Mid-Year Report is designed to provide an interim report of state-funded school readiness programs for four-year-old children "at risk."

As funding this year could be utilized to provide preschool programs for four-year-old children **AND/OR** to offer parent involvement and education programs for ALL families of children birth to kindergarten entry, programs are **ONLY** to report on the preschool programs. No reporting is required at this time for the parent involvement and education programs offered to all families of children birth to kindergarten entry.

The *Program Quality Assessment* is used by the Michigan Department of Education (MDE) for statewide program evaluation of Michigan School Readiness Programs providing center-based classroom services for four-year-old children. Data collected on each MSRP classroom relates to the implementation of the *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds*. It is important to follow the attached instructions explicitly. DO NOT MAIL ACTUAL PQA BOOKLETS TO MDE. - Although MSRP home-based programs do not complete the Program Quality Assessment, there are reporting requirements. Please review the instructions.

### **IMPORTANT**

Attached please find:

1. The cover sheet, and
2. Detailed instructions for completion of: the *Program Quality Assessment*, *Staff Report* and *Risk Factor & Child Information* forms.

A duplicate set of the attached documents, a copy of this e-mail message, and the scantron forms necessary for submission of the data will be **MAILED** from MDE to lead contacts. If you received this e-mail message directly from Sharon Singer, then your name is on the mailing label.

A PQA starter packet (including the administrator's guide), the applicable number of Form A's to be completed for each classroom, and one Form B to be completed by the Program Administrator will ship directly from the High/Scope Educational Research Foundation warehouse.

Please be on the look-out for BOTH of these mailings.

The Mid-Year Report will be due March 26, 2004.

SPECIAL NOTE: Mailing label addresses were obtained from the school code master and we simply added your name to the top. We did attempt to change the mailing address for subcontract programs; however, we recommend that those programs contact the fiscal agent's mailroom to alert them to the possibility of these forms arriving at their address with your name.

If you have any questions, please contact our office at (517) 373-8483.